

## **Frequently Asked Questions for Vendors**

### **How does a Vendor Qualify?**

All insurance companies selling Small Business Group plans regulated by the Idaho Department of Insurance are able to enroll in the Access to Health Insurance Program. [Click here to see a list.](#) of Small Employer Health Benefit Companies.

Insurance companies interested in enrolling in the Access to Health Insurance program may download a Vendor Enrollment packet from this website or contact the Adult & Children's Health Insurance Unit at 1-866-326-2485 (toll-free) to have an enrollment packet sent by mail.

Return the completed enrollment materials to the Adult & Children's Health Insurance Unit. The address is included in the packet.

### **How will I know if an employer or an employee is approved?**

All employer and employee approvals (and denials) will be communicated to the Insurance Representative providing the Small Group insurance to the employer. The Insurance Representative will notify the Vendor of participating employers and their participating employees.

### **Where do I access the forms that I need?**

You may [download them from this site](#) or call the Adult & Children's Health Insurance Unit at 1-866-326-2485 (toll-free) to have them sent to you by mail.

### **What is the payment process?**

The payment process is outlined in the Invoicing Guidelines document. [Click here](#) to view this document.

### **When should I expect payment?**

You should receive payment within two weeks after the Department receives your invoice.

### **Is there a difference between approval and activation?**

Yes. First, an individual must be approved for program participation. Premium assistance payments are activated when the Vendor or the Insurance Representative lets the Department know that the individual's coverage will begin the next month.